Minutes: Early ACCESS Executive Committee September 10, 2008

Meeting purpose

The purpose of this meeting is to:

- filter information and prepare for the Council
- set framework and agenda for Council
- identify and make recommendations for the appropriate utilization of state resources
- consider action on the recommendations of the Council
- set priorities for development of the Early ACCESS system
- implementation of the Memorandum of Agreement
- transact all regular business of the Council between meetings

Date, time, and place

Date: September 10, 2008

Time: 2:00-4:30 pm

Place: Jessie Parker Building-Starkweather Conference Room

Attendees

Kelly Hancock, Troy McCarthy, Jeff Anderson (for Mary Nelson), Jane

Borst, LauraBelle Sherman-Proehl, Carrie Sodders, Mary Stevens

Staff: Julie Curry, Barb Khal, Marion Kresse, Lisa Sharp, Kelly Schulte,

Susan White

Excused: Brian Wilkes

Guests: Sally Nadolsky and Jim Donoghue

Approval of previous minutes

A motion to approve the July 23, 2008 minutes with corrections, passed.

Continued on next page

Minutes: Early ACCESS Executive Committee, Continued

Topics discussed

The table below identifies the topics discussed in the meeting and the person who led each discussion.

Topic	Discussion Leader
Introductions	Troy
Updates	Signatory Agency Leads
Service Coordination Priority Work	Lisa and Kelly H.
Medicaid Update	Sally Nadolsky and Jim Donoghue
Procedures Manual	LauraBelle and Mary
Plan for Executive and ICEA	Troy
Meeting	
Sharing and Adjourn	Troy

Introductions

Introductions of Early ACCESS Executive Committee, guests and staff were made.

Updates

The Signatory Agency Leads presented highlights of their updates to the Committee. See attached updates.

Service coordination priority work

Lisa and Kelly H. informed the Committee the priority work which was narrowed down by the Council at the May 16, 2008 meeting. The Committee identified three-year race/ethnicity trend date of children under 3 they would like for the January 16, 2009 Council meeting. Each Signatory Agency is responsible of gathering data prepared for the Council meeting.

Continued on next page

Minutes: Early ACCESS Executive Committee, Continued

Medicaid

Guests, Jim Donoghue and Sally Nadolsky presented to the Committee an update of Medicaid activities.

- Iowa IME (Iowa Medicaid Enterprise) is proceeding in implementing the federal Interim Final Rule Changes. The Final state Rules will be posted for public comment, Friday, September 26. This process takes six months for rule making. Federally, Iowa IME had to submit their state plan in July 2008, but then the federal Moratoria was enacted. Iowa received verbal feedback on its state plan from CMS (Centers for Medicare and Medicaid Services. There is now a timeframe for agencies to help providers implement them.
- Committee discussed Rule 78.49(2)b. (1) medical institution (is this a may or shall for the hospital?). Need to make sure children and families get TCM (Targeted Case Management) when they need it. Executive Committee voted to approve recommendation to IME that the state plan check the box that allows EA service coordinators to provide TCM services whether child is in NICU or transitioning home. Recommended having a 60 day timeline. Sally will take recommendation to IME so changes to state plan will occur. A referral to EA from the NICU/hospital gives EA the responsibility to provide Service Coordination (SC). Kelly S. will work with hospitals/NICUs on timing of referral procedures.
- There will be a big change in the additional competencies and knowledge by TCMs/SC. Explore CHSC's capacity to meet TCM need for multiple competencies. Have Sally provide and share monitoring dates by CMS as it is on a multi-year schedule.
- Recommendations for membership of workgroup:
 - Rae Miller CHSC
 - Barb Khal CHSC-EA Consultant
 - AEA Procedures Manual Committee member
 - AEA Administrator
 - AEA Representative (billing well)
 - AEA Representative (not billing well)
 - Kelly IDPH-EA Consultant
 - Jim Donoghue- DE Medicaid Consultant
 - Annie Volker DHS to AEA Regional Coordinator
 - Child Serve Supervisor
- Sally recommends the workgroup also address implementation of the Compliance Agreement.

Continued on next page

Minutes: Early ACCESS Executive Committee, Continued

Procedures Manual

Mary informed the Committee that the DE has hired a writer for the AEA Birth to 21 Procedures Manual (IDEA Parts B and C). The first chapter the writer will assist on is Early ACCESS.

Plan for Executive and ICEA Meeting

- ICEA orientation on Thursday, September 18, 2008. Each Signatory Agency will give a 15 minute presentation.
- September 19, 2008, first Council meeting.
- The October 8, 2008, Executive Committee Meeting has been cancelled.
- Preparation for the November 12, 2008 Executive Committee Meeting:
 - Medicaid
 - Informal Concerns Quarterly Report
 - Family Support Janet Gartin, guest
 - Debrief Service Coordination priorities discussed from September 19th Council Meeting

Sharing and Adjourn

- Today is Lisa Sharp's last day as Early ACCESS Facilitator, as she has accepted an Academic Advisor position at Iowa State University.
- Troy shared the Hawkeye Area Down Syndrome Association is having its 3rd annual Buddy Walk for Down syndrome awareness. The Walk will be held on October 4, at the Veteran's Memorial Stadium in Cedar Rapids. For more information go to http://www.hadsa.org
- Meeting adjourned

Next meeting

Date: November 12, 2008 Time: 2:00-4:30 pm

Place: Jessie Parker Building-Starkweather Conference Room



Iowa's Title V Program for Children with Special Health Care Needs in partnership with the Iowa Department of Public Health and the University of Iowa

CHSC Early ACCESS Update for August 2008

<u>Federal Review of Iowa's Title V Block Grant Application</u> – The annual Title V MCH Block Grant review occurred in Kansas City on August 12. Iowa had a successful review of its federal fy09 Title V Application. A major strength noted is Iowa's family involvement in both leadership and service activities.

<u>Dr. Debra Waldron</u> will be starting as Co-Director and Chief Medical Officer for CHSC earlier than expected. Her new start date is September 24, 2008. It is expected that Dr. Waldron will take over part, or all, of the CHSC leadership representation role for Early ACCESS. It was felt that having a physician at the table might be helpful for the Executive Committee.

The 2008 Iowa Symposium on Hearing Loss – Impact on Children and Their Families -- presented by Early Hearing Detection and Intervention (EHDI) partners will be September 19 and 20th at the ISU Center, Scheman Building, in Ames. The conference is made possible by funding from the Centers for Disease Control. Lenore Holte, Ph.D. from the Center for Disabilities and Development and Tammy O'Hollearn, State EHDI Coordinator at DPH, will provide opening remarks. The conference will provide information on a variety of topics related to infants and toddlers with hearing loss, and targets hospital staff who provide newborn hearing screenings, AEA and EA interventionists, audiologists, and parents and family members of children with hearing loss. Conference Registration is through Sara Patkin, 809 NE Michael Dr., Ankeny, IA 50021

CHSC has begun conversations with EA stakeholders in Region 11 to brainstorm ways for CHSC to assist with service coordination, assure appropriate referrals to both EA and CHSC Birth-Five Clinics, and deliver nutrition services via polycoms, without the presence of a CSHC Birth-Five Clinic in the Region. Potential collaborations with VNS are being discussed.

CHSC now has a Service Coordinator in Iowa City area (Melissa Carlson) who will work with the Continuity of Care Program and the High-Risk Infant Follow-Up Program at UIHC to assure appropriate referral and entry into EA. Collaborative meetings have already occurred with AEA 10, CHSC, COC and HRIFUp to define roles and responsibilities of partners.

<u>CHSC</u> will conduct a 3-hour ICN for their Service Coordinators on September 15 re new IFSP paperwork, so that SC's are competent in using the new documents by November 1.

<u>Jody Kealey, State Nutrition Consultant</u>, will attend a 2-day conference in Cincinnati, OH in September to learn the most recent practices re components of a community multidisciplinary feeding team for infants and toddlers in Early ACCESS.

<u>CHSC will launch a monthly B-5 satellite in Mt. Pleasant</u> this month. Cheryll Jones, Nurse Practitioner with the CHSC Ottumwa Regional Center, is coordinating planning.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES SALLY CUNNINGHAM, INTERIM DIRECTOR

DHS Update September 3, 2008

Expansion of Children at Home:

DHS is in the process of soliciting bids to expand Children at Home into Woodbury and Ida counties. Six more counties will be added to current Children at Home sites. This program provides small grants and resource coordination to families raising a child with a disability. Once the contracts are finalized, outreach to parents and provider agencies will start this fall.

On-going Flood Response:

Mental Health: DHS Mental Health Division received an initial FEMA grant of over \$300,000 to do short-term crisis counseling for the period from May through July. They have applied for an additional grant for \$4.6 million to provide long-term crisis counseling for August 2008 through April 2009.

Childcare: DHS staff prepared a report for the Recover Iowa Education Task Force. They wanted to be sure that the needs of families and childcare providers would be included in recovery planning. An assessment of conducted by DHS licensing staff and child care resource and referral agencies show that at the during of the weather crisis and the aftermath:

- As many as 26 child care centers or licensed preschools or Head Starts report they had some to total damage.
- As many as 87 registered childcare homes report they had some to total damage.
- It is estimated that 2,500 children may have been affected through closed homes and centers, briefly closed homes and centers or through relocation to another site.
- In the **Cedar Rapids metro** area alone:
 - ➤ 20 childcare, preschool and/or Head Start programs were affected, with two (2) declared a total loss, causing short to longer-term closures. At least six of the 20 programs were forced to re-locate.
 - ➤ Of the reported 57 homes reporting damage, at least 15 childcare homes experienced short to long-term closures.
 - ➤ In all, approximately 16% of the regulated childcare programs report a closure at some point.
 - ➤ 1,800 children were impacted by the closures and re-locations.
 - ➤ The CCR&R has assisted with nearly 200 requests for care and have arranged for 100 crisis child care placements

Early ACCESS Agency Update Iowa Department of Public Health- September

Community Empowerment Professional Development 2007-2008 Activities

DAYC Completed- The Developmental Assessment of Young Children (DAYC) Evaluation Tool trainings were delivered four times in FY08. The DAYC trainings were held October 25, 2007 at Solon Public Library in Solon, February 1th 2008 at the Bishop Greteman Center in Carroll, April 11 2008 at Child Serve in Johnston, and June 9th 2008at the Botanical Center in Des Moines. A total of **123 individuals attended and participated in the IDPH sponsored DAYC trainings**. In addition to IDPH sponsored trainings, Heartland AEA has chosen to train all of their Service Coordinators and implement the use of the DAYC tool. IDPH resources were contributed to this effort. A **total of 75 Heartland staff attended DAYC trainings**.

Vision Screening Training Completed- DVD has been sent to all IDPH SC's that did not attend ICN and All CHSC SC's and 10 copies to each AEA

Nutrition Screening Training Completed- DVD has been sent to all IDPH and CHSC SC's and 10 copies to each AEA. Evaluation forms will be sent to DE and IDPH will process Certificates of Completion and track participants.

2008-2009 Application

The 2008-2009 application was partially funded. IDPH has decided to move forward with the proposal and will be partnering with the DE to reach full funding. The Community Empowerment funded portion of the proposal will address developmental screening.

Developmental Screening

There is a need for a statewide training plan on an evidence-based screening tool to increase the quality of EA referrals to work to reduce the gap between those served by EA and those who would meet eligibility requirements and benefit from services that are not referred to EA. This project will provide training to ECHE providers on a universal, social and emotional developmental screening tool in order to increase the quality of EA referrals. Iowa will partner with the Enhancing Developmentally Oriented Primary Care Project (EDOPC), a successful Illinois project, and tailor capacity building strategies to Iowa's needs. This project will create a pool of trainers across the state and provide training to EA referral sources. Planning meetings for this portion have begun.

IDPH will partner with Department of Education to deliver professional development on the below portions of the original proposal.

Evaluation Tool Consistency

Efforts are needed to improve consistency in the EA evaluation process. This project seeks to improve quality of service provision for families of infants and toddlers by increasing the interagency pool of service providers by providing training to administer a global developmental evaluation tool, specifically the Developmental Assessment of Young Children (DAYC) tool. Standardized training will assure tool fidelity across providers. Activities will increase skill and knowledge base of existing providers and appropriately train new staff to deliver tool in a consistent manner.

Medical or Health Related Focused Training

ECHE direct service providers require continuing education to assure practice keeps up with research. This project will provide a learning opportunity in health related issues that impact the children and families they serve. The training will increase service provider knowledge on the effects of perinatal depression and drug exposure on child development.

Central Point of Contact

The Early ACCESS Iowa Program has had numerous accomplishments for the second quarter of service.

- The Early ACCESS Iowa Website has continual development and operation through Innova Ideas and Services:
 - \circ Total number hits on website = 17.317
 - O Total number visits on website = 1,213
 - o The Links and Resources link is complete and added to the website
 - o The Growth and Development link is complete and added to the website
 - The **Contact Us** link is complete and added to the website
- The Early ACCESS Iowa staff have created an Early ACCESS Iowa informational letter and marketing flyer to send out in the outreach/marketing packets:
 - Outreach/Marketing packet includes the Early ACCESS Iowa informational letter, Early ACCESS Iowa marketing flyer, Early ACCESS Iowa brochure, and an Early ACCESS developmental wheel.
- The call request for Early ACCESS materials (Early ACCESS developmental wheels, Early ACCESS Iowa brochures, and Early ACCESS Iowa flyers) has increased by fifty (50) percent
- The State Resource Directory/Iowa Programs has been updated and submitted to Visiting Nurse Services IT department for formatting; application of the State Resource Directory/Iowa Programs expected next quarter

Plans for next quarter:

Work with Innova Ideas and Services, Iowa Public Libraries and community transportation services to help advertise for Early ACCESS Iowa:

- Bus advertisement in Waterloo, Ames, Iowa City, Cedar Rapids, Des Moines, Sioux City, and other cities around Iowa with public transportation;
- Early ACCESS Iowa signs will be posted on the outside and inside of the bus and will also be located in the bus shelters across Iowa.
- Early ACCESS Posters will be distributed Public Libraries state wide.

Working to revise the CAPTA letter to better meet the needs of families and the Early ACCESS system. Continued work with Iowa Department of Human Service Early ACCESS Consultant to add the social worker name to the CAPTA mailing information to better assist the Early ACCESS Service Coordinators connect with families.

Child Health Service Coordination

An ICN will be held in late September to train on new IFSP templates.

Child Find

Homeless Population

An environmental scan will be conducted to facilitate discussion and serve as the foundation for strategic planning. In order to both comply with statute and serve this population according to best practice, Iowa needs to gain understanding of current practice. The environmental scan will: identify national, state, regional, and local practices, gain an understanding of stakeholders who influence practice and assesses the organizational strengths, weaknesses, and performance in the area to be studied. The intent is to gather baseline data to determine what steps need to be taken in order to assure that Iowa is meeting the requirements of the federal regulation. An

environmental scan will be the foundation of identifying **what is current practice compared to the requirements of the regulations.** By gathering this base line information the foundation will be built and provide context for further study of this topic.

NICU Population

Work group continues to address this need is being headed up by Heartland AEA. Participants include Heartland staff, DMPS, IDPH EA Liaison. Group is working to create a NICU Liaison Program. In addition to work group members, Visiting Nurse Services (VNS) of Polk Co will be part of the service delivery model and CHSC has been kept in the loop.

The model strives to have low impact on NICU staff. The proposed model of practice includes the creation of NICU Liaisons.

The hospitals will make a referral to the liaisons.

Liaisons will:

Activate referrals (when child is stable, etc)

Serve as initial service coordinators (IFSP prior to discharge)

Facilitate/coordinate transition to on going team (Discharge planning)

Ensure communication and feedback (family, NICU, HRIF, Early ACCESS)

VNS will potentially be the ongoing service coordinator for medically complex cases Mercy Hospital should roll out September with Blank to follow by the end of the calendar year.

Lead Agency Update

September 10, 2008

IFSP Training

The Lead Agency sponsored an ICN training, Monday, August 11th, launching newly updated Individualized Family Service Plan (IFSP) templates and related forms. The templates of IFSP and related forms are available on CD. Trainers from Child Health Specialty Clinics, Department of Public Health and Area Education Agencies attended the training.

The updated templates have several benefits:

- Enables Early ACCESS Service Coordinators to complete IFSPs on computers
- Increases Service Coordinator access to all related forms such as consents, prior written notice, meeting notices, etc.
- Saves the information for future IFSPs (a major time saving strategy)
- Enhanced documentation that will improve performance on State Performance Plan Indicators used for monitoring
- Will serve as the basis for the web-based IFSP that is underdevelopment.

Service Coordinators will be trained by their own agency trainers in the coming months, with the goal of implementation by November 1st. The development of the templates and guidance documents has been an interagency effort involving DE, IDPH, and CHSC state staff.

Sad News

Kathy Wilson, former Early ACCESS state consultant at DE, passed away, Thursday, August 14, 2008 after a battle with cancer. A memorial service was held September 9th to honor her. Kathy joined DE in 2002 and served as the Comprehensive System of Personnel Development Consultant. Kathy was a passionate advocate for young children and their families, especially the vulnerable. Please join us in mourning the loss of a friend, co-worker and early childhood advocate. [See next page for obituary]

Kathryn Marie Wilson Eilers

Kathryn Wilson Eilers, 64, passed way on August 14, 2008, at Mercy Hospice in Johnston, IA.

Services to celebrate her life will be held at 1:00 PM on Tuesday, September 9, 2008 at Plymouth Congregational Church in Des Moines.

Kathy was born on February 27, 1944, to Herbert (Jiggs) and Hazell Wilson and grew up in Alden, IA. Always with a heart for teaching, Kathy had many professional accomplishments. She obtained a B.S. degree in Elementary Education from Iowa State University and an M.A. degree in Early Childhood Education from the University of Iowa. Kathy began her teaching career in Iowa City and later in West Des Moines. She then transitioned to adult education where she served in management with McDonnell Douglas/Boeing and, later, as an Assistant V.P. with Norwest Corporation/Wells Fargo. Kathy also owned her own management consulting business, and most recently worked as a consultant for the Iowa Dept. of Education. In January 2008, Kathy and William (Bill) Eilers were united in marriage.

What Kathy valued most were her personal and professional relationships. Left to mourn her passing and celebrate her life are her loved ones and many caring neighbors, friends and colleagues from across the country.

No visitation is planned. Memorials may be directed to Mercy Hospice, 5820 Winwood Drive, Johnston, IA 50131-6149.

